



RESTRICTED

STAT

Time for preparation -- Pertains to study of work, and blueprints, tooling, etc. Applicable to custom and serial manufacture only.

Piecework time -- Time used for the manufacture of units of products, counted individually.

Base time -- Time devoted to actual performance of operations.

Principal time -- Time during which an object of work undergoes a change in shape, position, or condition.

Secondary time -- Time necessary for the performance of auxiliary work, such as adjusting machinery.

Time for manual operations -- During this time the worker is physically occupied or focuses his attention on his task. Contrary to the Hungarian usage, the Soviets include under time for manual operations only the length of time during which the worker performs his duties without the help of machinery.

Time for machine and manual operations -- Simultaneous performance of machinery and man. In Hungary, this time is the same as time for manual operations.

Machine time -- Time during which machines, including equipment and installations used in chemical processes, run automatically.

Manual time during machine operations -- Indicates utilization of time by the worker during the run of the machine, e.g., preparation of materials.

Lost time -- Time spent on auxiliary operations, depending on local shop conditions. In Soviet practice, lost time is counted as servicing time, subdivided into technical shop services. Technical servicing includes collection of scrap, replacement of instruments, etc. Shop servicing includes distribution and assembling of tools, trial runs of machines, etc.

Fatigue factor (extra pay for fatigue) -- This factor depends on the relative physical hardship connected with the work. It has no scientific foundation, causes difficulties in norm calculations, and therefore must be eliminated.

Time allowed for personal needs -- In Hungarian practice, this time is considered lost time. In the Soviet Union, 2 percent of the time norm is allowed in indoor work and 3 percent in outdoor work.

Production process -- Planned and consistent work process, which is repeated in method and sequence, with schedule of the time elements necessary for the completion of a task, i.e., time necessary for the production of semifinished or finished products.

Transition -- Manual machine operation performed with a single tool on a single object. In Soviet practice, transition is employed in the establishment of norms practically in the same way as in Hungary.

Movement -- Smallest part of an operation, timed by stop watch.

Estimate of efficiency and speed -- Used in the Soviet Union only. As a result of Soviet experience, this norm is to be eliminated.

- 2 -

RESTRICTED

RESTRICTED

STAT

Selection of measurement data -- Its substance is the elimination of outstanding results in the calculation of average values.

Current time -- Reading taken in continuous measurement from a stop watch.

Normal or average time -- Time determined by the calculation of average values.

Duration -- Time spent to complete an operation from beginning to end.

Total duration -- In group work, multiplication of duration by the number of workers.

Working day analysis -- Observation and analysis of total time during a given shift. This method is well known in the USSR, and it would be advisable to popularize it in Hungary too.

Balance sheet of working time -- Tabulated evaluation of a working day.

- E N D -

- 3 -

RESTRICTED